6

In this unit you will learn

- the remaining three letters, and three special spellings, with their pronunciation,
- the full alphabet in its proper order,
- how Arabic transcribes foreign words.

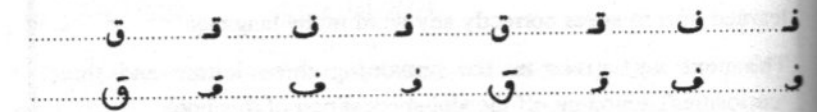
Letters

1



The joined letter ف ﻓ **fā** represents *f* as in English *fee*. The joined letter ق ﻗ **qāf**, which we can transcribe as **q**, is pronounced like *k* in English, but as far back in the throat as possible. Say *coo* several times, taking the contact back as far as you can. The result is **q**. The letter ق does *not* represent an English *q* in sound.

The short and full forms are used in the manner known to you. The full form of **fā** is shallow like the ب group, while the full form of **qāf** is deep with a swoop, like ن . Both **fā** and **qāf** are dotted above the ring, in both short and full forms. Write several:



In Tunisia, Algeria and Morocco you may find ڢ ڢ for **fā** and ف ﻓ for **qāf**; in Morocco you can see signs indicating the city of ڢاس **fās** *Fez*. In this book we use the much commoner forms of the letters, shown in the box.

Since ق has a dark sound, any neighbouring a or ā is darkened. The dark vowels are dotted in the examples given below. Read and write:

تفتيش **taftī<u>sh</u>** *inspection* .... فنّي **fannī** *technical*

سفارة **sifāra** *embassy* .... سفير **safīr** *ambassador*

رقم ...... **raqm** *number* ...... مفتوح **maftūḥ** *open*

شرق ...... **sharq** *east* ...... قف **qif** *STOP* (on road signs)

سوق ...... **sūq** *market* ...... تقرير **taqrīr** *report, decision*

العراق **al-9irāq** *Iraq* ...... القاهرة **al-qāhira** *Cairo*

2

ك ک kāf

The letter ك ک **kāf** represents the sound *k* as in English *book*. It is a tall joined letter, with short and full forms used in the manner known to you. The forms you see here are printed forms; in handwriting the short form is upright, while in the full form the small embellishment ˢ becomes a hook inside the curve (like the dot of ن , see Unit 1). The differences are shown below:

handwriting: .... *print and type:* ك ک

Write several handwritten forms:

ک ...... ك ...... ک ...... ك ...... ک ...... ك ...... ک ...... ك

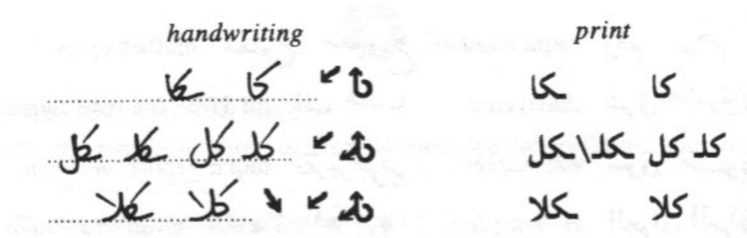
The 'headstroke' of the short form, and the hook of the long form, serve to make sure that this letter does not get confused with ل ل . You will also meet the printed isolated form ك , not used in handwriting. Read and write:

شركة **sharika** *company* ...... كبير **kabīr** *big*

ممكن **mumkin** *possible* ...... مكتب **maktab** *office*

...... بنك **bank** *bank*

There are special handwritten forms for the combinations **kāf-alif, kāf-lām** and **kāf-lām-alif**. Copy the handwritten forms from this table:



Now ***read and write:***

إمكانية **imkānīya** *possibility* كاتب **kātib** *writer*

مشكلة **mushkila** *problem* كلّ **kull** *every, all*

تكليف **taklīf** *cost* كلام **kalām** *speech, speaking*

Exercise 1 Write these new words:

(a) **akthar** *more* (b) **shakl** *form* (c) **kammīya** *quantity*
(d) **miftāḥ** *key* (e) **iqtirāḥ** *proposal*

Exercise 2 Given the word مكتوب **maktūb** *written* as a model, you can easily read words with the same pattern such as مربوط **marbūṭ** *connected*, معلوم **ma9lūm** *known*, منشور **manshūr** *published*. Now read these new words, following the model given:

(a) كاتب **kātib** *writer*. Read عامل *worker*, سائق *driver*, ساكن *resident*
(b) كبير **kabīr** *big*. Read كثير *much*, صغير *small*, فقير *poor*, قريب *near*, قليل *little, few*
(c) استقبال **istiqbāl** *reception*. Read استكشاف *exploration*, استثمار *investment*, استعمال *use*, استنكار *rejection*, استقلال *independence*
(d) تفتيش **taftīsh** *inspection* . Read تقسيم *partition*, تحسين *repair*, تعليم *tuition*
(e) مكتب **maktab** *office*. Read مطبخ *kitchen*, متحف *museum*, مشغل *workshop*, مصنع *factory*, ملعب *playground, playing-field*
(f) ممثّل **mumaththil** *representative*. Read مفتّش *inspector*, مقرّر reporter, مدرّس *instructor*, محرك *engine*

The answers to these exercises follow paragraph 6 below.

3

ًا ةً **tanwīn**

Now that you have learned the alphabet, here are three curiosities for you. The first two, shown in the box above, are called **tanwīn***, which we can translate as '*en-ing*' or 'providing with *n*'. Here they are in action:

فوراً **fouran** *immediately* عادةً **9ādatan** *usually*

The one with **alif**, ًا, is always pronounced **-an** (short **a**, despite the **alif**), while the one with **tā marbūṭa**, ةً, is pronounced **-atan**. The dots of ة are always written in handwriting for this form. When **tanwīn** is added to the ending **-ī** the combination becomes ...يًا\...يةً **-īyan/-īyatan**. We write **tanwīn** only at the end of a word, and it is useful because it marks countless *adverbs*, i.e. words describing verbs or adjectives. In some print, and, alas, in much handwriting, the ً... mark is omitted, leaving us with ا... and ة... which is not very helpful. In this book the ً... is always shown, and you are advised always to write it. The *n* sound is *not* written with ن in this special form.

* There are in fact three **tanwīns**, one for each of the vowels **a**, **i** and **u**; but you will hardly ever see the last two, and they need not concern us. The full name of the useful one shown here is **alif tanwīn**. We can call it simply **tanwīn**.

Read and write:

رسمياً **rasmīyan** *officially*........ كثيراً **kathīran** *greatly*

قليلاً **qalīlan** *a little*........ مثلاً **mathalan** *for example*

.... خاصّةً **khāssatan** *specially*

4

ى **alif maqṣūra**

This one is our third curiosity. In some words you will see a final yā, without the dots, which is not pronounced -ī at all, but which sounds -a,

just like final ا **alif**. This form is called **alif maqṣūra**. It occurs in only a few words. Pronounce it **-a**. This 'curiosity' can be confusing.

The situation is not helped by the fact that ي proper (the one that is pronounced **-ī**), when standing alone, is often printed and handwritten without its dots: you will, for example, see مصرى for مصري **miṣrī**.

Two things are worth noting, and they offer some help:

- when you see ى it is much more likely to be **yā** (sounded **-ī**) which is much more common than **alif maqṣūra** (sounded **-a**),
- **alif maqṣūra** occurs only at the end of a word, nowhere else.

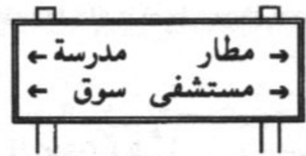
Throughout this book we write ي for isolated **yā** and ى only for **alif maqsūra**. You are recommended to do the same, to make your handwriting clear.

Read and write:

.... إلى **ila** *to* .... على **9ala** *on*

.... مستشفى **mustashfa** *hospital*

Exercise 3 Which way, right or left, to (a) *school*, (b) *hospital*, (c) *airport*, (d) *market*? Read the words aloud:



The answers to this exercise follow paragraph 6 below.

Alphabet

5 Here is the whole alphabet, in its Arabic order. Read from the middle outwards, as you always should when you have parallel Arabic and English columns: ← →

ا **alif**

ب ت ث **bā tā thā**

ج ح خ **jīm ḥā khā**

د ذ **dāl dhāl**
ر ز **rā zayy**
س ش **sīn shīn**
ص ض **ṣād ḍād**
ط ظ **ṭā ẓā**
ع غ **9ayn ghayn**
ف ق ك **fā qāf kāf**
ل م ن **lām mīm nūn**
ه و ي **hā wow yā**

Special letters, and signs not found in the alphabet, are usually listed as follows:

آ, أ and إ	with ا
ة	with ه
ؤ	with ا or و
ئ\ئ	with ا or ي
ى	with ي
...ّ	is disregarded

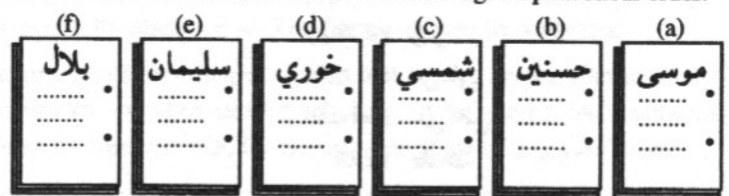
Using this order, you can look up a proper name or a department etc. in a list or directory such as a telephone book or street index; also in the vocabulary in this book. You can also use a dictionary, provided you use one of the newer ones which list alphabetically by *words*: examples are Steingass' Arabic-English Dictionary published by Khayat in Beirut, or a later edition of 'Al-Mawrid', Arabic-English, published by Dar al-Ilm li-l-Malayin, also of Beirut.

If you understand German, you can use Langenscheidt's Arabic-German/German-Arabic dictionary, either the pocket or the desk edition. This is also arranged alphabetically by words, with transcription.

Avoid older Arabic-English dictionaries: they may be good, but they list by *roots*, and you have to know Arabic grammar well to find your word.

The vocabularies in this book are arranged alphabetically by words.

Exercise 4 Put these customer files in their right alphabetical order:



Match the transcriptions to the names: **mūsa, bilāl, ḥasanayn, <u>sh</u>amsī, sulaymān, <u>kh</u>ūrī**.

Now imagine opening three fresh files in the names of (g) **zaydān**, (h) **abūbakr** and (j) **nūrī**. Write these names and put them in alphabetical order with the others.

The answers to this exercise follow paragraph 6 below.

Arabic Transcription

6 There is no standard Arabic transcription for foreign words. But the following principles seem generally to be followed.

Little distinction is made between foreign long and short vowels: ا is used for long and short *a*, و for long and short *u* and *o*, and ي for long and short *e* and *i*.

v is usually transcribed either with ف or the artificial letter ڤ; *p* either with ب or the Persian/Urdu letter پ; *g* with ك or ج, and *ch* with the Persian/Urdu letter چ:

فيينا\ڤيينا **viyēnā** *Vienna* باريس **pārīs** *Paris*

جنيف **jinēv** (Fr. *Genève*) *Geneva* روما **rōma** *Rome*

تلفون\تليفون **tilifōn/tilīfōn** *telephone* كمبيوتر **kampyūtir** *computer*

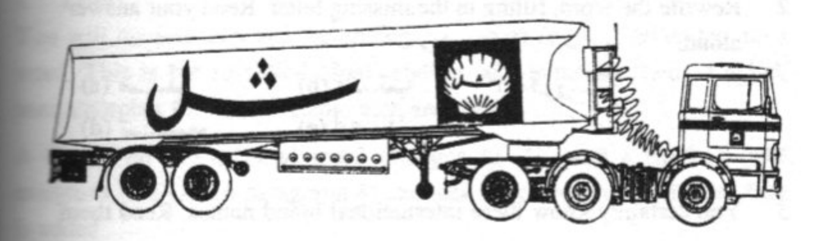
أوتوبيس **otobīs** (Fr. *autobus*) *bus* أوتيل **ōtēl** (Fr. *hôtel*) *hotel*

As you know, in Egypt ج is pronounced like hard English *g* (see Unit 5), so you often see چ for j in foreign names in Egypt: چاكارتا Jakarta.

Initial *s* followed by a consonant other than *w* is transcribed as ..اسـ:

اسكتلندا **iskotlanda** Scotland, but: سويسرا **swisira** Switzerland.

When reading a commercial sign, remember that it is possibly not Arabic at all. Try reading it aloud, especially if it has no recognisable Arabic shape. I used to enjoy watching people puzzle over a shop sign in the Arabian Gulf which read فيش اند چيپس; it sometimes took them a minute to realise that they could go inside and order the local equivalent of cod-and-fries, and even wash it down with a cool فانتا, a سيڤن آپ or a بيبسي كولا.



Answers to Exercises

Exercise 1 (a) اكثر (b) شكل (c) كمّية (d) مفتاح (e) اقتراح

Exercise 2 (a) **9āmil, sā'iq, sākin**

(b) **kathīr, ṣaghīr, faqīr, qarīb, qalīl**

(c) **istikshāf, istithmār, isti9māl, istinkār, istiqlāl**

(d) **taqsīm, taḥsīn, ta9līm**

(e) **maṭbakh, matḥaf, mashghal, maṣna9, mal9ab**

(f) **mufattish, muqarrir, mudarris, muḥarrik**

Exercise 3 (a) مدرسة **madrasa**, left; (b) مستشفى **mustashfa**, right; (c) مطار **maṭār**, right; (d) سوق **sūq**, left.

Exercise 4 (f) **bilāl** (b) **ḥasanayn** (d) **khūrī** (e) **sulaymān** (c) **shamsī** (a) **mūsa**.

(g) زيدان goes before (e), (h) ابوبكر goes first, and (j) نوري goes last.

Tests

1 Read aloud and translate:

(a) صناعة (b) مطار (c) مسؤول
(d) وزارة (e) إدارة (f) أخبار
(g) احتجاج (h) شركة (j) أو
(k) سوق (m) مثلاً (n) مستشفى

2 Rewrite the word, filling in the missing letter. Read your answer aloud.

(a) مـ..لّم (b) مـ..تب (c) فور...
(d) تـ..سيس (e) ابتـ..ائي

3 You certainly know these international brand names. Read them aloud:

(a) كوداك (b) آي بي إم (c) موبيل
(d) ميشلين (e) بيجو*

*(e) difficult. Every single letter in this French name is at best an approximation.

Review

We have now completed the alphabet and the various signs commonly used in writing.

If you are in an Arab country while working through this book, you should already be able to make sense of some of the words shown on signs and notices around you.

7

In this unit you will learn

- how to make words *dual* (two of a kind) and *plural* (more than two of a kind),
- how to read and write figures.

Word Forms

1 Dual

You will occasionally see the ending ين... -ayn or ان... -ān added to a word. This is the so-called 'dual' ending, and it means 'two'. English uses a number for 'two'; Arabic uses an ending.

A final ة on the original word changes to ت , and a final ى (alif maqṣura, see Unit 6 paragraph 4) changes to ي , before the dual ending is added.

The relative ending ي together with the dual ending becomes يين... -īyayn or يان... -īyān. ***Read and write:***

مديرين	**mudirayn**	مديران	**mudirān**
مكتبين	**maktabayn**	مكتبان	**maktabān**
وزارتين	**wizāratayn**	وزارتان	**wizāratān**
شركتين	**sharikatayn**	شركتان	**sharikatān**
لبنانيين\لبنانيان	**lubnānīyayn/lubnānīyān**		
مستشفيين	**mustashfayayn**		
مستشفيان	**mustashfayān**		

two directors, two offices, two ministries, two companies, two Lebanese (m.), *two hospitals*

The two endings are not interchangeable. You will find the ين... -ayn series (the first one shown) much more common, and you should use it for preference when in doubt. We will have some guidelines later.

The dual ending is always *stressed*: **-áyn/-ā́n**.

2 Plural endings

Remember that whereas for English 'plural' means 'more than one', for Arabic it means 'more than *two*'.

There are two endings we can add to words to make them plural (pl.).

The commonest plural ending you will meet is ات... . This is known as the *feminine* plural ending.

This is added to almost all nouns ending in ة , whatever their meaning (the ة is dropped before the plural ending is added), and to many nouns denoting things, places or ideas, whatever their ending.

It is also added to the very few nouns ending in ى , which of course changes to ي before the plural ending is added. ***Read and write:***

انتخابات انتخابات intikhābāt انتخاب انتخاب intikhāb

شركات شركات sharikāt شركة شركة sharika

معلمات معلمات mu9allimāt معلمة معلمة mu9allima

مستشفى مستشفى mustashfa

مستشفيات مستشفيات mustashfayāt

election(s), company/-ies, teacher(s) (f.), *hospital(s)*

The second commonest plural ending is ين... -īn, with its rarer variant ون... -ūn.

This ending is added only to a few words denoting male persons. It is known as the *masculine* plural ending.

The relative ending ي together with this plural ending becomes يين... -īyīn (less commonly, يون... -īyūn). ***Read and write:***

معلمون معلمون mu9allimūn معلمين معلمين mu9allimīn

ممثلون ممثلون mumaththilūn ممثلين ممثلين mumaththilīn

مفتشون مفتشون mufattishūn مفتشين مفتشين mufattishīn

إيطاليون إيطاليون īṭālīyūn إيطاليين إيطاليين īṭālīyīn

teacher(s), representative(s), inspector(s), Italian(s) - all masculine.

As with the dual, so the two masculine plural endings are not interchangeable. The ين... -īn series is much more common, and you should use it for preference when in doubt. We will have some guidelines later.

The masculine plural ending is always *stressed*: **-ín/-ún**.

3 Irregular plurals

Very many words make their plurals not by adding an ending, but by changing their internal shape. We have this phenomenon with a few English words; consider the singular 'man' with its plural 'men', or 'mouse' and 'mice'. Irregular plural patterns are very common in Arabic. Many such patterns exist, and, unfortunately for us, we can give no rules. An irregular plural form has to be learned together with its singular.

A few important patterns are listed below, with a model word for each pattern.

It looks a formidable list. *Don't* try to learn it: simply take note that such patterns exist, and use the list for reference. The important thing is that when you meet an unfamiliar irregular plural, you check whether you know a singular noun with the same consonants in the same order. If you do, there is a good chance that you have broken the code and identified the meaning. Using a foreign language often involves astute detective work and intelligent guessing.

Read and write the examples:

(a) model **a<u>kh</u>bār**:

	irregular plural			*singular*	
اخبار	أخبار	**a<u>kh</u>bār**	خبر	خبر	**<u>kh</u>abar** } *news item*
انباء	أنباء	**anbā'**	نبأ	نبأ	**naba'** } *news item*
اسعار	أسعار	**as9ār**	سعر	سعر	**si9r** *price*
اخطار	أخطار	**a<u>kh</u>ṭār**	خطر	خطر	**<u>kh</u>aṭar** *danger*
اشياء	أشياء	**a<u>sh</u>yā'**	شيء	شيء	**<u>sh</u>ay'** *thing*
افلام	أفلام	**aflām**	فلم	فلم	**film** *film*

(b) model **buyūt**:

بيوت	بيوت	**buyūt**	بيت	بيت	**bayt** *house*
خطوط	خطوط	**khuṭūṭ**	خطّ	خطّ	**khaṭṭ** *line*
بنوك	بنوك	**bunūk**	بنك	بنك	**bank** *bank*
هنود	هنود	**hunūd**	هندي	هندي	**hindī** *Indian*

(c) model **madāris**:

مدارس	مدارس	**madāris**	مدرسة	مدرسة	**madrasa** *school*
مشاكل	مشاكل	**mashākil**	مشكلة	مشكلة	**mushkila** *problem*
مكاتب	مكاتب	**makātib**	مكتب	مكتب	**maktab** *office*
مخارج	مخارج	**makhārij**	مخرج	مخرج	**makhraj** *exit*
مداخل	مداخل	**madākhil**	مدخل	مدخل	**madkhal** *entrance*

(d) model **asābī9**:

أسابيع	أسابيع	**asābī9**	أسبوع	أسبوع	**usbū9** *week*
مفاتيح	مفاتيح	**mafātīḥ**	مفتاح	مفتاح	**miftāḥ** *key*

(e) model **mudarā'**:

مدراء	مدراء	**mudarā'**	مدير	مدير	**mudīr** *director*
وزراء	وزراء	**wuzarā'**	وزير	وزير	**wazīr** *minister*

(f) model **9arab**:

عرب	عرب	**9arab**	عربي	عربي	**9arabī** *Arab, Arabic, Arabian*
إنجليز	إنجليز	**ingilīz**	إنجليزي	إنجليزي	**ingilīzī** *English, British*
يهود	يهود	**yahūd**	يهودي	يهودي	**yahūdī** *Jew(ish)*

and many other patterns.

Some words have alternative plurals, one with an ending, one irregular; or even two irregular forms. Sometimes the alternatives have different meanings. An example is تقرير **taqrīr** *report, decision*, plurals تقارير **taqārīr** *reports*, تقريرات **taqrīrāt** *decisions*.

Another important word with alternative plural forms is أميركي **amayrkī** *American*, plurals أميركيين\...يون **amayrkīyīn/-īyūn** or أميركان **amayrkān**.

Three final things to note about plural and dual forms:

- All the duals and plurals can be made definite with the article, as usual: المديرين, الشّركات, المعلّمين, المدراء.
- When a noun has a regular plural, we add the masculine ending (...ين\...ون) to a noun denoting a male person, or to show mixed company, male and female; we add the feminine regular ending (...ات) to a noun denoting a female person, *and* to a noun denoting anything other than a person.
- The **-ayn** ending and the **-īn** ending are both written ...ين. There can be confusion. There is a means of marking the difference, but you never see it in use. In general, read **-īn** if in doubt.

In the rest of this book, irregular plurals of new words will be given with the singular, so: بيت بيوت **bayt buyūt**. Where no plural is marked, it is regular, i.e. is formed with an ending, as shown above.

Exercise 1 Here are some plurals. Give the singular form of the word:

(a) مدراء (b) سيّارات (c) تلفونات (d) مفتّشين (e) خطوط

Exercise 2 Put the words together in singular/plural pairs:

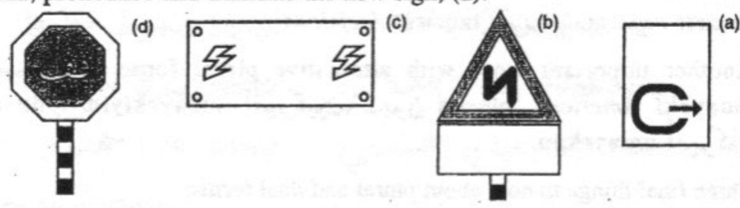
بنايات، مدير، مفتّش، بناية، وزراء، وزارات، شركات، بيوت مدراء، مفتّشين، وزير، معلّمة، وزارة، شركة، معلّمات، بيت.

Exercise 3 Make the relative form, in the feminine:

(a) أميركا* (b) وطن (c) باكستان* (d) إسرائيل* (e) العراق

* New foreign words. Easy, if you say them aloud.

Exercise 4 (a), (b) and (c) below are signs and notices which we have read before. Can you fill in the missing captions? Having done that, read, pronounce and translate the new sign, (d):



Exercise 5 Look back at Unit 6, Exercise 2. Read these new words, following the model given:

(a) كتّاب **kuttāb** *writers.* Read زوّار *visitors,* عمّال *workmen,* نوّاب *deputies.*

(b) مكتوب **maktūb** *written.* Read ممنوع *prohibited,* مطبوع *printed,* معروف *known,* مكتوم *confidential.*

(c) مدرسة **madrasa** *school.* Read مكتب *library/bookshop,* محكمة *law-court.*

(d) سياحة **siyāḥa** *tourism.* Read نجارة *carpentry,* سباكة *plumbing,* خياطة *sewing.*

The answers to these exercises follow paragraph 4 below.

Figures

4 Figures are written as follows. Most important: they are written from *left to right*, like European figures. Write the handwritten forms shown below the printed forms:

→→

1	١	١	١	2	٢	٢	٢
	١	١	١		٢	٢	٢
3	٣	٣	٣	4	٤	٤	٤
	٣	٣	٣		٤	٤	٤
5	٥	٥	٥	6	٦	٦	٦
	٥	٥	٥		٦	٦	٦

7	٧	٧	٧	8	٨	٨	٨
	٧	٧	٧		٨	٨	٨
9	٩	٩	٩	0	٠	٠	٠
	٩	٩	٩		٠	٠	٠

Be careful with handwritten figures ٢ (٢) and ٣ or ٣ (٣). Many people write ٣ for extra clarity. It is not wrong to copy the printed forms in handwriting if you prefer; though some Arabs may read your ٢ as a handwritten ٣.

Don't confuse ٥ (5) with ٠ (0).

When figures occur with letters or symbols, they should be read like this: ٥٩٨ ب as *598 B*; ٪٦٤ as *64%*. Reading in both directions needs a little practice.

In Morocco, Algeria, Tunisia and Libya the European figures are used.

There is more about numbers, including how they are pronounced, in Unit 13.

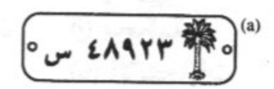
Exercise 6 Write in Arabic figures:

(a) *2487* (b) *503* (c) *1999* (d) *1420* (e) *2006*

Exercise 7 Write in European figures:

(a) ٤٣٨٥ (b) ١٦٢ (c) ٢٠٥٧ (d) ١٠٠٠ (e) ٤٠٥

Exercise 8 Copy in Arabic figures and letters these car number-plates in handwriting. Then put them into European figures and letters:

(a) 

(b) ٤٨٣٧٦ - ٤٥

(c) 

The answers to these exercises are on the next page.

Answers to Exercises

Exercise 1 (a) مدير (b) سيّارة (c) تلفون (d) مفتّش (e) خطّ

Exercise 2

بناية، بنايات؛ مدير، مدراء؛ مفتّش، مفتّشين؛ وزير، وزراء؛
وزارة، وزارات؛ شركة، شركات؛ بيت، بيوت؛ معلّمة، معلّمات.

Exercise 3 (a) أميركية (b) وطنية (c) باكستانية (d) إسرائيلية
(e) عراقية

Exercise 4 (a) مخرج (b) تمهّل (c) خطر (d) **qif** *STOP*

Exercise 5 (a) **zuwwār, 9ummāl, nuwwāb**
(b) **mamnū9, maṭbū9, ma9rūf, maktūm**
(c) **maktaba, maḥkama**
(d) **nijāra, sibāka, khiyāṭa**

Exercise 6 (a) ٢٤٨٧ (b) ٥٠٣ (c) ١٩٩٩ (d) ١٤٢٠
(e) ٢٠٠٦

Exercise 7 (a) *4385* (b) *162* (c) *2057* (d) *1000* (e) *405*

Exercise 8 (a) ٤٨٩٢٣ س *48923 S* (b) ٤٨٣٧٦-٤٥ *48376-45*
(c) ٧٩-٦٣٢٧ *79 6327*

Tests

1 Read aloud and translate:

(a) العراق (b) القاهرة (c) شركة
(d) ممكن (e) زيارة (f) إداري
(g) ممثّلين (h) السّوريين (j) محكمة
(k) أجنبي (m) مدارس (n) الانتخابات

2 Arrange these iregular plurals into groups, each group with its model (which is included to help you). Don't worry about the words you don't know; it is the pattern which counts:

مشاكل، أسابيع، خطوط، ظروف، مطاعم، أرقام، عواصم، أموال، وزراء، بيوت، مبالغ، مدراء، أخبار، محاكم، أساليب، وكلاء، أفكار، مدارس، بنوك.

3 Make the masculine plural relative, in the indefinite form (e.g. لبنانين), from each word:

(a) سوريا (b) إيران (c) مصر
(d) العراق (e) الكويت*

*(e) unfair - we haven't done this proper name. But it is familiar and you can handle it. Just follow the rules.

4 Make these words plural. They all follow the feminine regular pattern:

(a) البناية (b) السفارة (c) مستشفى
(d) كمبيوتر (e) أوتيل (f) معلّمة
(g) المطار (h) منظّمة (j) شركة
(k) إمكانية (m) الزيارة (n) انتخاب

Review

We have learned the dual and the plural, regular and irregular. Don't be discouraged by the variety of irregular plurals; Arabs often have similar difficulty. The commonest patterns become more familiar with practice.

Next we learn some of the word-patterns which characterise Arabic - and which help us to find our way around a language whose words are very different from our own.



In this unit you will learn

- three important forms derived from verbs,
- something about other writing styles.

Verbal Forms

1 Participles

Think of English words like 'writer', 'writing', 'written'. The first one names a person *doing an action*; the second describes such a person. The third describes a thing *suffering an action*.

All three are derived from a verb (in this case *to write*), but they are not verbs themselves. They are either *nouns* or *adjectives* (look back to Unit 4, paragraph 4 if you are unsure of these terms).

Arabic has such words too, and they are numerous and useful. We call them **participles**. The ones referring to a *person or thing doing an action* (*writer, writing* in English) are called **active participles**. The ones referring to a *person or thing suffering an action* (*written* in English) are called **passive participles**.

Both active and passive varieties can be used either as nouns or as adjectives, as long as the words make sense.

Arabic participles have recognisable patterns, fortunately not too many to learn. Here are the main ones, grouped according to a model, with examples, which you will find useful. Obviously, a verb has both active and passive participles only where both would make sense or be useful. For most verbs, only one of the two is in common use. The columns shown below (active on the left, passive on the right) reflect this fact.

Approach this list in the same way as you did the irregular plural patterns listed in Unit 7. What is familiar will stick in your memory straight away, giving you the pattern. Practice, and inquisitiveness, will help you to apply the pattern more widely.

Read and write (there is, alas, no room to show the handwriting here):

Active Participle ('doing')	Passive Participle ('suffering')
(a) model **kātib** (active), **maktūb** (passive):	
كاتب كتّاب **kātib kuttāb** *writer, clerk*	مكتوب **maktūb** *written*
سائق **sā'iq** *driver*	
عامل عمّال **9āmil 9ummāl** *workman*	
لازم **lāzim** *necessary*	
حاضر **ḥāḍir** *present, ready*	
	مفتوح **maftūḥ** *open(ed)*
	ممنوع **mamnū9** *prohibited*
	مشغول **ma<u>shgh</u>ūl** *busy ('busied')*
	معلومات **ma9lumāt** *('things known') information*
	محفوظ **maḥfūẓ** *reserved*
(b) model **muma<u>thth</u>*i*l** (active), **muma<u>thth</u>*a*l** (passive):	
ممثّل **muma<u>thth</u>il** *representative*	ممثّل **muma<u>thth</u>al** *represented*
مفتّش **mufatti<u>sh</u>** *inspector*	
معلّم **mu9allim** *teacher*	
مدرّس **mudarris** *instructor*	
مقرر **muqarrir** *reporter*	مقرّر **muqarrar** *decided*
(c) model **musā9id** (active; no common passives):	
مساعد **musā9id** *assistant*	
مسافر **musāfir** *traveller*	
محامي **muḥāmī** *lawyer*	
محاسب **muḥāsib** *accountant*	
مناسب **munāsib** *appropriate*	
(d) model **murs*i*l** (active), **murs*a*l** (passive):	
مرسل **mursil** *sender*	مرسل **mursal** *sent*
معطي **mu9ṭī** *donor*	
مفيد **mufīd** *useful*	
مهم **muhimm** *important*	

(e) model **munta<u>kh</u>*i*b** (active), **munta<u>kh</u>*a*b** (passive):

Active	Passive
منتخب **munta<u>kh</u>ib** *elector*	منتخب **munta<u>kh</u>ab** *elected*
مشترك **mu<u>sh</u>tarik** *participant*	مشترك **mu<u>sh</u>tarak** *joint, common*
متّحد **muttaḥid** *united*	
منتظر **muntaẓir** *waiting for*	منتظر **muntaẓar** *awaited*

(f) model **musta<u>kh</u>d*i*m** (active), **musta<u>kh</u>d*a*m** (passive):

Active	Passive
مستخدم **musta<u>kh</u>dim** *employer*	مستخدم **musta<u>kh</u>dam** *employed*
مستقبل **mustaqbil** *(radio, TV) receiver*	مستقبل **mustaqbal** *future*
مستعدّ ل **musta9idd li-** *ready for*	

You can see that

- a few active participles of model (a) have an irregular plural, in the masculine form, almost all other participles (passive of model (a), and active and passive of models (b) to (f)) having regular plurals.
- in models (b) to (f), the only difference in form between the active and passive forms is in the last vowel: **-i-** for the active, **-a-** for the passive. Unfortunately, everyday Arabic writing does not show this important difference. There is a way of marking it, but this is seldom used outside school textbooks. We have to be guided by the context.

The participle can be made feminine and/or plural, as usual:

معلّمة **mu9allima** *teacher* (f.)   سائقين **sā'iqīn** *drivers*

Exercise 1 Read aloud the participles listed after each model:

(a) model كاتب: وارد *arriving*, طالب *student*, كامل *complete*, عارف *knowing*

(c) model مساعد: محافظ *conservative*, مقابل *facing*

(f) model مستخدم: مستعمل *user*, مستأجر *tenant*, مستثمر *investor*

What is the last vowel in all these participles? How do you know?

Exercise 2 Read aloud these passive participles:

مكسور *broken*, مستنكر *rejected*, مسلّح *armed*, مقترح *proposed*

The answers to these exercises follow paragraph 4 below.

Verbal Nouns

2 Think of the English word 'inspection'. It comes from a verb ('to inspect') but is itself a noun. It denotes the *activity* of the verb. Arabic has countless nouns of this kind; we call them **verbal nouns**. We know the verbal noun *inspection* in Arabic, from Unit 6: it is **تفتيش taftīsh**.

Verbal nouns are important in Arabic. We meet them constantly in notices etc. The ones corresponding to the group (a) participles (model كاتب\مكتوب) are irregular in form, but groups (b) to (f), corresponding to the participle groups (b) to (f), are regular, following known models in the same way as do the participles.

The following list is *not* intended for learning outright. Treat it mainly as reference material; some of it is familiar already. ***Read and write:***

(a) irregular (several patterns are found; the words are best learned simply as nouns):

كتابة **kitāba** (the act of) *writing*

وصول **wuṣūl** *arrival*

عمل أعمال **9amal a9māl** *work*

(b) model **taftīsh**:

تفتيش **taftīsh** *inspection*

تعليم **ta9līm** *tuition, education*

تنظيم **tanẓīm** (act of) *organisation*

تقرير **taqrīr** *report, decision*

(c) model **musā9ada**:

مساعدة **musā9ada** *help*

محاسبات **muḥāsabāt** (pl.) *accounts*

مغادرة **mughādara** *departure*

(d) model **irsāl**:

إرسال **irsāl** *despatch*

إدارة **idāra** *administration*

إضراب **iḍrāb** *strike*

(e) model **intikhāb**:

انتخاب **intikhāb** *election*

اشتراك **ishtirāk** *participation*

انتظار **intiẓār** *wait(ing)*

(f) model **istikhdām**:

استخدام **istikhdām** *employment, recruitment*

استقبال **istiqbāl** *reception*

These nouns can of course form *relatives* (Unit 4) by adding ـــي... .

Read and write:

تعليمي **ta9līmī** *educational, tutorial*

الاشتراكيين **al-ishtirākīyīn** *the socialists*

Abstract Nouns

3 You will also find *abstract* nouns (i.e. nouns denoting a quality or state) ending in ـية... -īya. These are in fact feminine relatives, but used only as nouns. ***Read and write***, and remember if you can, such useful abstracts as:

الاشتراكية **al-ishtirākīya** *socialism*

الدّموقراطية **ad-dimuqrāṭīya** *democracy*

Other Written Styles

4 Just as in our alphabet, so in the Arabic alphabet there are various styles or typefaces in use. Here are all the letter families, first in the style

used in this book; then in a newspaper style; then in typewriting; then in two decorative styles used on buildings and monuments:

ا ءبب جج درسس صص ط عع ع فف ق كك لل مم نن ههه ه و يي ي

ا ءبب جج درسس صص ط عع ع فف ق كك لل مم نن ههه ه ويي ي

ا ءبب جج درسس صص ط عع ع فف ق كك لل مم نن ههه ه و يي ى

ا ءبب جج درسس صص ط عع ع فف ق كك لل مم نن ههه ه ويي ي

ا ءبب جج درسس صص ط عع ع فف ق كك لل مم نن ههه ه ويي ي

Many Arabs use a handwriting style with abbreviated shapes for certain dotted letters standing at the end of a word or alone. Reading this kind of handwriting is much easier if we know these shapes. Here are the important ones:

ش ض ق ن

Exercise 3 Read aloud these verbal nouns:
تجديد *renewal*, استقلال *independence*, تدريس *instruction*, اجتماع *meeting*, إصلاح *reform*, تمويل *financing*, مناسبة *occasion*, انتقال *transfer*

The answers to this exercise are immediately below.

Answers to Exercises

Exercise 1 (a) **wārid, ṭālib, kāmil, 9ārif**
(c) **muḥāfiẓ, muqābil**
(f) **musta9mil, musta'jir, mustathmir**
The last vowel is **i**, since from their meaning the participles are active.

Exercise 2 maksūr, mustankar, musallaḥ, muqtaraḥ

Exercise 3 tajdīd, istiqlāl, tadrīs, ijtimā9, iṣlāḥ, tamwīl, munāsaba, intiqāl

Tests

1 These are words which we have not studied. Pronounce each one and identify it either as a masculine active participle or a verbal noun. Don't worry about the meaning; it is the form that counts:

(a) تقديم (b) راكب (c) مراسل
(d) إنذار (e) مستعلم (f) شامِل
(g) افتتاح (h) سامع (j) مدرّس
(k) استثمار

2 Write:
(a) **munāsiba** (b) **inti<u>kh</u>ābī** (c) **muqarririn**
(d) **9ummāl** (e) **tanẓīm**

3 Here are five active participles. Give the corresponding verbal nouns. Read aloud and translate the participles and verbal nouns:

(a) مفتّش (b) مشترك (c) مرسل
(d) مساعد (e) مستقبل

4 Read aloud:

(a) الاستقبال (b) مدرسة للبنات
(c) مصر والعراق (d) ايران
(e) القاهرة

> **Review**
>
> Participles and verbal nouns are forms which you will see in abundance on signs and the like. Being able to identify such words will help you to pronounce correctly, and to write down for future use, many new ones which you will meet. Working out their meaning will also be easier.
>
> We have finished our study of separate words. We now move on to expressions ('structures') containing two or more words, very many of these words being like the ones you have just studied.

9

In this unit you will learn

- more about masculine and feminine nouns,
- the first basic structure, linking a noun and an adjective,
- the possessive.

New Words: المواصلات al-muwāṣalāt *Communications*

1

Essential Vocabulary

أجنبي أجانب **ajnabī ajānib** *foreign*
إصدار **iṣdār** *issue, issuing*
إعلان **i9lān** *anouncement, notice, advertisement*
بلاد بلدان **bilād buldān** *country*
تجارة **tijāra** *trade*
تليفزيون **tilivizyūn** *television*
جديد جدد **jadīd judud** *new*
جميل **jamīl** *beautiful*
حكومة **hukūma** *government*
راديو **rādiō** *radio*
رسالة **risāla** *letter*
رسمي **rasmī** *official*
شخصي **shakhṣī** *personal*
صورة صور **ṣūra ṣuwar** *picture, photograph*
طويل طوال **ṭawīl ṭiwāl** *long*
علاقات **9alāqāt** *relations*
قصير قصار **qaṣīr qiṣār** *short*
ممتاز **mumtāz** *excellent*

Reference Vocabulary

بريد **barīd** *mail*
تقديم **taqdīm** *presentation*
جوّي **jawwī** *air* (adjective)
حديث حداث **hadīth hidāth** *modern*
خطاب أخطبة **khiṭāb akhṭiba** *speech*
زميل زملاء **zamīl zumalā'** *colleague* (m.)
صحافة **ṣiḥāfa** *press*
صحفي **ṣuḥufī** *journalist*
صحيفة صحف **ṣaḥīfa ṣuḥuf** *newspaper*
قراءة **qirā'a** (act of) *reading*
لغة **lugha** *language*
مجتهد **mujtahid** *hardworking*
مجلّة **majalla** *magazine*
محلّي **maḥallī** *local*
مراسل **murāsil** *correspondent*
معرض معارض **ma9riḍ ma9āriḍ** *exhibition*
مقالة **maqāla** (press) *article*
ملوّن **mulawwan** *coloured*
مندوب **mandūb** *delegate*
مؤتمر **mu'tamar** *conference*
نصّ نصوص **naṣṣ nuṣūṣ** *text*

* If you take to speaking your Arabic (and why not?) use the popular spoken word for 'newspaper', جريدة جرائد **jarīda jarā'id**. The word صحيفة is used only in writing.

Basic Structures, 1: The Description

2 Write these two words:

إعلان **i9lān** *announcement*

هامّ **hāmm** *important*

إعلان is a *noun*. هامّ is an *adjective*. (Look back to Unit 4, paragraph 4 for these terms, if you need to.) Now write the two words together, *noun first*. We get the expression

إعلان هامّ *an important announcement*

This type of expression is our first basic structure, which we can call a **description**. It is very common, and in any Arab town you will see examples all around you in advertisements, notices and the like.

You will remember that Arabic has no word for *a* or *an*. Note also that, in contrast to the English, the Arabic adjective *follows* the noun.

Now ***read and write*** a few more descriptions (remember that relatives - Unit 4 - can be used as adjectives):

كاتب لبناني *a Lebanese writer*

خطاب طويل **khiṭāb ṭawīl** *a long speech*

مقرّر مشغول **(muqarrir)** *a busy reporter*

إعلان عامّ *a public notice*

صحفي مصري **(ṣuḥufī)** *an Egyptian journalist*

Now ***read and write*** *an Egyptian (woman) journalist*. Watch what happens to the adjective:

صحفية مصرية *an Egyptian journalist*

The adjective assumes the feminine form too; it is said to *agree* with the feminine noun. ***Read and write*** *an Egyptian newspaper*:

صحيفة مصرية (ṣaḥīfa)

In English, we generally apply the concept of masculine or feminine only to nouns denoting people or higher animals (one possible exception being *she* for a ship or a boat); we regard other nouns as *it* or *neuter*. Arabic has no neuter; *all* nouns, including those for things, places and ideas, are either masculine or feminine (صحيفة, shown above, is feminine). For our purposes, the rules for Arabic nouns are simple:

- nouns for male people and male animals are masculine; nouns for female people and female animals are feminine,
- nouns ending in ة denoting things, places and ideas are feminine; nouns (with any ending) denoting towns, and most countries, are also feminine. Other nouns for things, places and ideas are masculine.

(There is a handful of exceptions, none important enough to concern us.)

With this in mind, ***read and write*** this series of feminine descriptions:

صحفية مشغولة *a busy newswoman*

رسالة رسمية **risāla rasmīya** *an official letter*

صورة جميلة **ṣūra jamīla** *a beautiful picture*

صحيفة عربية *an Arabic newspaper*

All the examples given so far have been indefinite. How do we make a definite description? Given that we make the adjective agree with the noun in gender (m. or f.), it is logical that we make it agree *in definition* too, i.e. indefinite adjective for an indefinite noun, definite adjective for a definite noun. We do just that. ***Read and write:***

الكاتب اللبناني *the Lebanese writer* (m.)

المقرّر المشغول *the busy reporter* (m.)

النصّ الطويل (an-naṣṣ) *the long text* (m.)

الصحافة الغربية **aṣ-ṣiḥāfa l-gharbīya*** *the western press* (f.)

الرسالة الطويلة الرسالة الطويلة **ar-risāla ṭ-ṭawīla***
the long letter (f.)

المجلّة الجديدة المجلة الجديدة **al-majalla l-jadīda***
the new magazine (f.)

We apply to adjectives the same rules for adding the article ..الـ (assimilation to sun letters etc., Units 2 and 3) as for nouns.

* Remember that the 'weak' **a-** of the article is dropped after a vowel. It is easiest to pronounce the vowelless article as part of the preceding word: **as-siḥāfa‿l-gharbīya** (etc.).

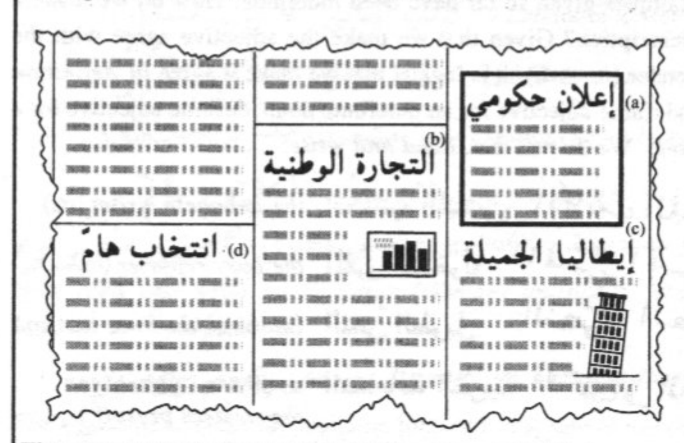
A proper name (*Egypt, Ahmad*) is always definite, even if it has no article. So a description with a proper name has a definite adjective, just like *Alexander the Great* or *Ivan the Terrible* in English. Read and write:

مصر الحديثة مصر الحديثة (**al-ḥadītha**) *modern Egypt* (f.)

Exercise 1 Make as many meaningful descriptions as possible, using a noun from list (a) and an adjective (making it agree) from list (b). Read and translate your descriptions:

(a) الإعلان، صحيفة، بلاد، الصورة، رسالة
(b) هامّ، مفيد، شخصي، طويل، محلّي، جميل

Exercise 2 Read and translate these newspaper headings. Which descriptions are masculine, and which feminine? Definite or indefinite?



The answers to these exercises follow paragraph 5 below.

3 So far all the descriptions have been singular. Descriptions can also be dual (though by their nature these are rare). The adjective agrees, forming its dual in the same manner as the noun. The description can be indefinite or definite. ***Read and write:***

مقرّين غربيين مقرّين غربيين
مقرّان غربيان مقرّان غربيان } *two western reporters* (m.)

الرّسالتين الرّسميتين الرّسالتين الرّسميتين **ar-risālatayn ar-rasmīyatayn** *both (the) official letters* (f.)
(also الرّسالتان الرّسميتان **ar-risālatān ar-rasmīyatān**)

4 As you would expect, plural descriptions, both indefinite and definite, also exist. They occur very frequently.

In a plural description, the noun forms its plural in one of the three ways we have studied in Unit 7 (feminine regular, masculine regular, and the irregular forms).

But the adjective forms its plural in one of these three ways *only when it describes people*. We call this the **animate plural** form.

When the adjective describes any other plural noun (animals, things, places, ideas) it always has the same form as the *feminine singular*, irrespective of whether the noun is masculine or feminine. We call this the **inanimate plural** form.

This is a most important rule, and you will see it in action countless times.

> **Inanimate Plural Rule:** *An adjective describing a plural noun which denotes anything other than people is put into the inanimate plural form, which is always the same as the feminine singular.*

Read and write these plural descriptions; note the form of the adjective in each case (an. = animate, inan. = inanimate):

زملاء ممتازين\ون زملاء ممتازين (...ون) **zumalā' mumtāzīn (-ūn)**

زميلات ممتازات زميلات ممتازات **zamīlāt mumtāzāt**
excellent colleagues (f. an. pl.)

اقتراحات ممتازة **iqtirāḥāt mumtāza**
excellent proposals (inan. pl.)

مقالات ممتازة **maqālāt mumtāza**
excellent articles (inan. pl.)

Remember that the choice between animate pl. and inanimate pl. (= f. sing.) forms arises only for the *adjective*, not the noun. And then only for the *plural*, not the singular or the dual.

Here are more plural descriptions, of various kinds, including a mixture of definite and indefinite (but remember that, since Arabic uses the article for any noun used to cover a whole category in general, you may not always want to express the article in English). Spot the animate plural and inanimate plural adjectives too. Read and write:

بلدان غربية **(buldān)** *western countries*

صور ملونة **ṣuwar mulawwana**
colour(ed) photographs

ممثلين أجانب **(ajānib)**
foreign representatives

الصحف الأجنبية **aṣ-ṣuḥuf al-'ajnabīya**
(the) foreign newspapers

الكمبيوترات اليابانية
(the) Japanese computers

مندوبين يابانيين **(mandūbīn)**
Japanese delegates

إعلانات حكومية
government announcements

زميلات مجتهدات **(mujtahidāt)**
hard-working colleagues (f.)

Possessive

5 In English the so-called *possessive* (more correctly, possessive adjective) is a word: *my, your, his, her, its, our, your, their*. In Arabic it is an ending added to the word denoting what is possessed. Write *colleague* in Arabic, indefinite masculine form:

زميل

Now add the ending ـي... -ī and you get *my colleague* (m.):

زميلي **zamīlī**

A final ة on the possessed noun changes to ت (since ة can stand only at the end of a word) before the possessive ending is added. Write *my car*:

سيارتي **sayyāratī**

Here are the possessive endings for all the persons we need, including *my* which we have just studied:

ـي... **-ī** *my*		...نا **-na** *our*
ك... **-ak** *your* (m.) ك... **-ik** *your* (f.)		...كم **-kum** *your* (pl.)
ه... **-u, -hu** *his, its* (m.)		ـهم... **-hum** *their* (animate pl.)
ـها... **-ha** *her, its* (f.), *their* (inanimate pl.)		

These are all added to the indefinite noun in the same way as ـي... .

Read and write:

تقريري **taqrīrī** *my report*

مشكلتي **mushkilatī** *my problem*

اقتراحك **iqtirāḥak, …ik** *your proposal*

لجنتك **lajnatak, …ik** *your committee*

مكتبه **maktabu** *his office*

صورته **ṣūratu** *his, its picture*

اسمها **ismhā** *her, its, their* (inan.) *name*

احتجاجنا **iḥtijājna** *our objection*

مجلتنا **majallatna** *our magazine*

وصولكم **wusūlkum** *your* (pl.) *arrival*

زيارتكم **ziyāratkum** *your* (pl.) *visit*

إعلانهم **i9lānhum** *their advertisement*

طائرتهم **ṭā'irathum** *their aeroplane*

Certain things need explaining:

- The possessive *you* shown above has three forms: one used when the 'possessor' is a male person, one used when the possessor is a female person, and one used when the possessors constitute a group.
- We use the possessive **-u** or **-hu** when the possessor would be expressed with a masculine noun; we have to translate with *his* or *its* as appropriate.
- We use the possessive **-ha** when the possessor would be expressed with a feminine noun, *or a plural noun not denoting people* (this is the inanimate plural again); we have to translate with *her*, *its* or *their* as appropriate.
- We use the possessive **-hum** *their* only when the possessors are people, i.e. animate.
- No dual? Yes, there are dual possessives (= *of you both*, *of them both*), but they are so rarely used that we need not learn them, and they have been left out of this table.

When a noun has a possessive ending attached, it logically becomes definite. So any accompanying adjective has the article. Read and write:

مكتبي الجديد **maktabī l-jadīd** *my new office*

لزيارتك الرسمية **li-ziyāratak ar-rasmīya** *for your official visit*

منظمته الصغيرة **munaẓẓamatu ṣ-ṣaghīra** *his small organisation*

إنتاجهم الصناعي **intājhum aṣ-ṣinā9ī** *their industrial production*

We can also add these possessives to a noun with the regular plural noun ending ات... , or to an irregular plural. ***Read and write:***

معلوماتهم المفيدة **ma9lūmāthum al-mufīda**
their useful information

مشاكلنا الفنّية **mashākilna l-fannīya**
our technical problems

Adding a possessive to a noun with the dual ending, or with the regular plurals ...ين\...ون **-īn/ūn**, involves various changes which are frankly not worth our trouble, since these forms are very rarely found with possessives. We can ignore them.

Exercise 3 Who placed advertisement (a)? And what is the firm which placed advertisement (b) looking for? (Read only the big print!):

(b)



(a)



Exercise 4 Read and translate the following descriptions:

(a) صور ملوّنة (b) للمقرّرين الأجانب (c) منظّمتنا الفنّية
(d) الصحافة المحلّية والوطنية (e) مكتبك الجديد

The answers to these exercises are given immediately below.

Answers to Exercises

Exercise 1

الإعلان الهامّ\المفيد\الشخصي\الطويل\المحلّي\الجميل **al-'i9lān al-hāmm, al-mufīd, ash-shakhṣī, aṭ-ṭawīl, al-maḥallī, al-jamīl** *the important, useful, personal, long, local, beautiful announcement/advertisement*

صحيفة هامّة\مفيدة\محلّية **ṣaḥīfa hāmma, mufīda, maḥallīya** *an important, a useful, local newspaper*

بلاد هامّ\جميل **bilad hāmm, jamīl** *an important, a beautiful country*

الصورة الهامّة\المفيدة\الشخصية\الجميلة **aṣ-ṣūra l-hāmma, l-mufīda, sh-shakhṣīya, l-jamīla** *the important, useful, personal (private), beautiful picture/photograph*

رسالة هامّة\مفيدة\شخصية\طويلة\جميلة **risāla hāmma, mufīda, shakhṣīya, ṭawīla, jamīla** *an important, a useful, private, long, beautiful letter*

Exercise 2 (a) **i9lān ḥukūmī** *Government(al) Announcement/Notice*, indefinite masculine

(b) **at-tijāra l-waṭanī** *('The') National Trade*, definite feminine

(c) **īṭāliya l-jamīla** *Beautiful Italy ('Italy the Beautiful')*, definite feminine

(d) **intikhāb hāmm** *an important election*, indefinite masculine

Exercise 3 (a) **al-khuṭūṭ al-jawwīya l-waṭanīya** *('The') National Airlines ('Air Lines')*

(b) **mumaththilīn fannīyīn** *Technical Representatives*

Exercise 4 (a) **ṣuwar mulawwana** *coloured pictures/photographs*

(b) **li-l-muqarrirīn al-'ajānib** *for ('the') foreign reporters*

(c) **munaẓẓamatna l-fannīya** *our technical organisation*

(d) **aṣ-ṣiḥāfa l-maḥallīya wa l-waṭanīya** *the local and national press*

(e) **maktabak al-jadīd** *your new office*

Tests

1 Read aloud and translate:

(a) صحافتنا الأسبوعية (b) احتجاجاتهم الطّويلة
(c) الزّملاء الفنّيين (d) صحف عربية
(e) بنك أجنبي

2 Put adjective and noun together in a description, changing the adjective as necessary:

(a) مدرسة، ابتدائي (b) المطر، وطني
(c) تقاريره، يومي (d) لزوّارنا، أجنبي
(e) انتخابات، عامّ

3 Make these descriptions plural:

(a) رسالة طويلة (b) التقرير الفنّي
(c) ممثّل أجنبي (d) الطائرة الأميركية
(e) خطّ جويّ

Review

An important step. Once you have mastered this unit, you have broken through the barrier separating single words from meaningful expressions. And you have done your first manipulations in the language.

The words are hard, and there are too many to remember at a first attempt. Concentrate on the essential vocabulary; but don't hesitate to look up any word at all if you are uncertain.

10

In this unit you will learn

- the personal pronouns,
- the second basic structure, making simple statements.

New Words: العمل al-9amal *Work*

1 *Essential Vocabulary*

تاجر تجّار	**tājir tujjār** *trader*	مأمور	**ma'mūr** *public official*
خبير خبراء	**khabīr khubarā'** *expert*	مدني	**madanī** *civil, urban*
دولي	**duwalī** *international*	مشهور	**mashhūr** *famous*
صعب صعاب	**ṣa9b ṣi9āb** *difficult*	مهندس	**muhandis** *engineer*
طبيب أطبّاء	**ṭabīb aṭibbā'** *doctor*	موجود	**moujūd** *present* (not absent)
عالمي	**9ālamī** *world(wide)*	موظّف	**muwaẓẓaf** *employee*
غائب	**ghā'ib** *absent*	وكالة	**wikāla** *agency*

Reference Vocabulary

أجر أجور	**ajr ujūr** *wage*	ممرّض\ممرّضة	**mumarriḍ(a)** *nurse*
بطالة	**baṭāla** *unemployment*	هندسة	**handasa** *engineering*
راتب رواتب	**rātib rawātib** *salary*	واضح	**wāḍiḥ** *clear*
سمسار سماسير	**simsār samāsīr** *broker*	وظيفة وظائف	**waẓīfa waẓā'if** *job, post*
شغل أشغال	**shughl ashghāl** *work, job*	وكيل وكلاء	**wakīl wukalā'** *agent*
عمل أعمال	**9amal a9māl** *work, labour*		
معقول	**ma9qūl** *reasonable*		
مقبول	**maqbūl** *acceptable*		

Personal pronouns

2 In previous units we have seen most of the personal pronouns ('I, you, he' etc.) . It may be helpful to have them clearly set out, with one we haven't seen so far. Write them out:

أنا **ana** *I*

نحن **naḥnu** *we*

أنت **anta** *you* (m.)

أنتم **antum** *you* (pl.)

أنت **anti** *you* (f.)

هو **huwa** *he, it* (m.)

هم **hum** *they* (people)

هي **hiya** *she, it,* (f.), *they* (other than people, i.e. inanimate pl.)

These pronouns correspond exactly to the possessives given in Unit 9, paragraph 5. The notes given there apply here as well.

Basic Structures, 2: The Equation

3 You probably didn't realise that you can already read and write whole sentences in Arabic. Well, you can. ***Read and write*** these ones:

هو مسؤول. **(mas'ūl)**
He is responsible.

هو مهندس. **(muhandis)**
He is an engineer.

زميله مسؤول. **(zamīlu)**
His colleague is responsible.

زميله طبيب.
His colleague is a doctor.

زميله صحفي مصري. *His colleague is an Egyptian journalist.*

It is as simple as that. Whereas in English we need a verb form 'is' for such a sentence, Arabic needs nothing beyond the two parts of the statement. These Arabic sentences are complete and correct.

(English uses this verbless structure also, but only in newspaper headlines and the like: *"Dollar Devalued"*, *"Chairman Dismissed"*, *"Farmers Furious"*.)

We can call this structure an **equation**, because, like a mathematical equation such as *'x = 2'*, both parts are regarded as equal to each other. The equation is the second of the three basic structures which we study. We can use any pronoun in the first part of the equation.

Read and write:

أنا مسؤول. *I am responsible.*

هي مسؤولة. *She is responsible.*

هي طبيبة مشهورة. **(mashhūra)** *She is a famous doctor.*

Equation Rule: *In a simple statement, Arabic does not use any verb form corresponding to the English 'am, is, are'. The verb is simply omitted.*

You will notice that the second part has to agree with the first part. Also, we can of course have a noun instead of a pronoun. For both, we observe the *inanimate plural rule* (Unit 9, paragraph 4) throughout. ***Read and write***, with an eye on the inanimate plural:

المشكلة صعبة. **(ṣa9ba)** *The problem is difficult.* (feminine singular)

المشاكل صعبة. *The problems are difficult.* (inanimate plural)

الاقتراحات طويلة. **(al-iqtirāḥāt)** *The proposals are long.*

هي طويلة. **hiya ṭawīla.** *They (the proposals) are long.*

When we have to use a masculine regular plural ending in an equation, it takes the form ون... **-ūn** (not ين... **-īn**); when we use a dual, it takes the form ان... **-ān** (not ين... **-ayn**). ***Read and write:***

المفتّشون مسؤولون. *The inspectors are responsible.*

المفتّشان مسؤولان. *Both inspectors are responsible.*

نحن مسرورون. **(masrūrūn)** *We are pleased.*

Exercise 1 Make as many meaningful equations as possible, taking your first part from list (a) and your second part from list (b). The words must be used as they are; don't change their form:

(a) اقتراحاتنا، هي، الرئيس، المندوبون، الصحفي

(b) موجودون، مقبولة، موجود، واضحة، عراقي

Exercise 2 Translate into Arabic and read your answer aloud:

(a) *The engineer is Lebanese.* (b) *They are Italians.*
(c) *The minister is absent.* (d) *The doctor is German.*
(e) *She is a foreign doctor.*

The answers to these exercises follow paragraph 4 below.

We have said that the second part of the equation must agree with the first part. This is only partly true. Look back at the equations quoted so far, especially the ones beginning with a noun. Can you see any way in which the second part does *not* agree with the first part?

Here is a clue. ***Read and write*** this expression, which bears some resemblance to one of the equations we have already written:

المشكلة الصعبة **al-mushkila ṣ-ṣa9ba**

You see the difference. What we have here is not an equation at all, but a *description* (Unit 9): *'the difficult problem'*. In a description the adjective agrees with the noun in every possible way, including indefinite/definite. The equations we have written earlier in this paragraph have a definite first part but an *indefinite* second part.

We can have equations with a definite second part. But they almost always have a pronoun in the first part. ***Read and write:***

هو الرئيس. **(ar-ra'īs)** *He is the chairman.*

هم الخبراء. *They are the experts.*

If the meaning of the equation demands a noun in the first part, then we use the noun but we re-state it with its corresponding pronoun.
Read and write:

العراقي هو الرئيس. *The Iraqi ('he') is the chairman.*

زملائي هم الخبراء. *My colleagues ('they') are the experts.*

Adding the pronoun makes it impossible to read the expression as a description. It must be an equation. But such equations are

comparatively rare. Equations of the type we have studied earlier in the paragraph, with an *indefinite* second part, are much more common.

4 Equations with descriptions

Either part of an equation can itself be a description. As long as the relationship between the two parts is respected, the equation is still correct. Look back at the fifth and eighth examples in paragraph 3 above:

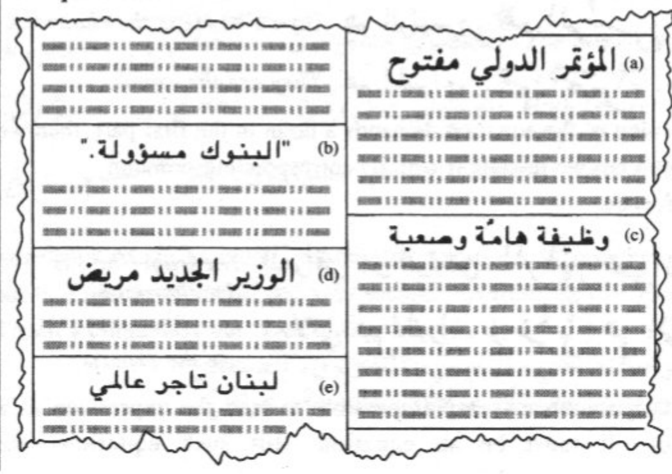
زميله صحفي مصري.　　　　هي طبيبة مشهورة.

in which the second part consists of a description. We can have the first part as a description; or indeed both parts. If the equation begins to look a little heavy or complicated, the writer may break it up by adding the corresponding pronoun to the first part, showing clearly which part is which. We can always do this, with any equation. ***Read and write:***

المهندس المدني موجود.
al-muhandis al-madanī moujūd.
The civil engineer is present.

المندوب العربي هو مهندس مدني.
The Arab delegate ('he') is a civil engineer.

Exercise 3 Read and translate these newspaper headings; then answer the questions:


(a) المؤتمر الدولي مفتوح
(b) "البنوك مسؤولة."
(c) وظيفة هامّة وصعبة
(d) الوزير الجديد مريض
(e) لبنان تاجر عالمي

Which ones are equations and which are descriptions? Which equations (if any) contain a description?

Exercise 4 Read aloud and translate:

(a) الطبيب إنجليزي. (b) الاقتراحات معقولة.
(c) هو خبير فني. (d) مصر كبيرة.
(e) اقتراحنا جديد.

The answers to these exercises are given immediately below.

Answers to Exercises

Exercise 1. اقتراحتنا مقبولة\واضحة. **iqtirāḥātna maqbūla/wāḍiḥa.** *Our proposals are acceptable/clear.*

هي مقبولة\واضحة. **hiya maqbula/wāḍiḥa.** *It is / They are acceptable/clear.*

الرئيس موجود\عراقي. **ar-ra'īs moujūd /9irāqī.** *The chairman is present /Iraqi.*

المندوبون موجودون. **al-mandūbūn moujūdūn.** *The delegates are present.*

الصحفي موجود\عراقي. **aṣ-ṣuḥufī moujūd /9irāqī.** *The journalist is present /Iraqi.*

Exercise 2 (a) المهندس لبناني. **al-muhandis lubnānī.**
(b) هم إطاليون. **hum iṭālīyūn.** (c) الوزير غائب. **al-wazīr ghā'ib.**
(d) الطبيب ألماني. **aṭ-ṭabīb almānī.**
(e) هي طبيبة أجنبية. **hiya ṭabība ajnabīya.**

Exercise 3 (a) **al-mu'tamar ad-duwalī maftūḥ.** *The international conference is open.* Equation with a definite description as first part.
(b) **al-bunūk mas'ūla.** *The banks are responsible.* Equation.
(c) **waẓīfa hāmma wa-ṣa9ba** *An important and difficult job.* Not an equation but an indefinite description.
(d) **al-wazīr al-jadīd marīḍ.** *The new minister is ill.* Equation with a definite description as first part.
(e) **lubnān tājir 9ālamī.** *Lebanon is a world trader.* Equation with an indefinite description as second part.

Exercise 4 (a) **aṭ-ṭabīb ingilīzī.** *The doctor is British/English.*
(b) **al-iqtirāḥāt ma9qūla**. *The proposals are reasonable.*
(c) **huwa khabīr fannī.** *He is a technical expert.*
(d) **miṣr kabīra.** *Egypt is big.*
(e) **iqtirāḥna jadīd.** *Our proposal is new.*

Tests

1 Read aloud and translate:

(a) وظيفته صعبة. (b) المؤتمر التجاري هامّ.
(c) الوزراء موجودون. (d) الصورة جميلة.
(e) الصورة الجميلة

2 Put the words together in an equation, making any necessary changes. Read aloud your answer and translate it:

(a) موظّفون؛ مسرور. (b) مطارنا، دولي؛ هامّ.
(c) هو؛ تاجر، دولي. (d) النصّ؛ واضح، ومقبول.
(e) مأمور؛ مشغول.

3 Fill in the missing letter. Read aloud and translate the word:

(a) و...يفة (b) مـ..ظّف (c) مـ..دوب
(d) غا...ب (e) الخـ..راء

Review

With an understanding of *descriptions* studied in the last unit and *equations* studied in this unit, you have made a serious step towards being able to read and understand the headings of many notices and announcements, and many newspaper headlines. There remains a third basic structure, also related to these two. But before we tackle that one, we should arm ourselves with some important prepositions (*to, from, in, with* and the like), which come in the next unit.

11

In this unit you will learn

- important prepositions,
- the command form of the verb,
- a form of equation often used in signs.

New Words: البلد al-balad *Town*

1

Essential Vocabulary - Prepositions

إلى	**ila** *to*	في	**fī** *in*
ب	**bi-** *with, by, in*	قبل	**qabl** *before*
بعد	**ba9d** *after*	ل	**li-** *to, for, of*
على	**9ala** *on*	مع	**ma9** *with*
عن	**9an** *from, about*	من	**min** *from*

Essential Vocabulary - Other words

إشارة	**ishāra** *sign*	مرور	**murūr**(also:)
إيقاف	**īqāf** *parking*		*passing, turning*
بلد بلاد	**balad bilād** *town*	مفرق مفارق	**mafraq mafāriq**
بوليس	**būlīs** *police*		*crossroad*
تدخين	**tadkhīn** *smoking*	ممنوع	**mamnū9** *prohibited*
توقيف	**touqīf** *parking*	ميدان ميادين	**maydān mayādīn**
حد حدود	**ḥadd ḥudūd** *limit*		*square*
سرعة	**sur9a** *speed*	نقل	**naql** *transport*
طريق طرق	**ṭarīq ṭuruq** *road*	وقوف	**wuqūf** *stopping*
كراج\جراج	**garāj** *garage*	يسار	**yasār** *left(-hand)*
كيلومتر\كم	**kīlomitr** *kilometre*	يمين	**yamīn** *right(-hand)*
مدينة مدن	**madīna mudun** *city*		

Reference Vocabulary - Prepositions

أمام	**amām** *in front of*	خلال	**khilāl** *during*
تحت	**taḥt** *below, under*	داخل	**dākhil** *inside*
حسب	**ḥasab** *according to*	دون\بدون	**dūn, bidūn** *without*
خارج	**khārij** *outside*	ضد	**ḍidd** *against*

غير **ghayr** *apart from* — ك\مثل **ka-, mithl** *like, as*

فوق **fouq** *above, over* — وراء **warā'** *behind, beyond*

Reference Vocabulary - Other words

برلمان **barlamān** *parliament* — قصر قصور **qaṣr quṣūr** *palace*

بلدية **baladīya** *town hall* — قنصلية **qunṣulīya** *consulate*

جامعة **jāmi9a** *university* — مجلس مجالس **majlis majālis** *council*

شرطي **shurṭī** *policeman* — مركز مراكز **markaz marākiz** *centre*

عاصمة عواصم **9āṣima 9awāṣim** *capital city*

2 Prepositions

A preposition is a word connecting a noun or pronoun with the rest of the sentence. Examples in English are *in*, *with*, *from*. In the essential and reference vocabularies given above the prepositions are shown separately because of their importance.

In Arabic the preposition precedes its noun, as it does in English. ***Read and write:***

بعد سنة — بعد سنة — **ba9d sana** *after a year*

ضدّ الحكومة — ضدّ الحكومة — (**ḍidd**) *against the government*

حسب الخبراء — حسب الخبراء — (**ḥasab**) *according to the experts*

داخل البلاد — داخل البلاد — (**dākhil**) *inside the country*

في **fī** shortens its vowel, becoming **fi** in pronunciation before an article. The spelling is unchanged. ***Read and write***, comparing the sounds:

في بنك — في بنك — **fī bank** *in a bank* (long ī)

في البنك — في البنك — **fi l-bank** *in the bank* (short i)

When we want to combine a preposition with a *pronoun*, we add the pronoun as an ending, using the same endings as the possessives (Unit 9, paragraph 5). The meanings then become *me*, *you*, *him* etc. We can add the pronoun endings to the prepositions which end in a consonant (including **hamza**) without further ado. ***Read and write:***

معي **ma9ī** *with me* **أمامه** **amāmu** *in front of him*

The prepositions ending in a vowel, long or short, are unfortunately not so simple. Details are given below. Don't try to learn the following details at one stroke. Use them for reference until at least some become familiar. Some of the explanation concerns only pronunciation anyway, which is not our main target.

- **إلى** **ila** and **على** **9ala** change to **...إليـ** **ilay-** and **...عليـ** **9alay-** before adding a pronoun. ***Read and write:***

  إليها **ilayha** *to her, it, them* (inanimate pl.)

  علينا **alayna** *up to us ('on us')*

  You have certainly heard of the classic greeting **السّلام عليكم** **as-salām 9alaykum** *Peace (be) upon you.* Thinking of this might help you to remember how these two prepositions change before a pronoun.

- **ل** **li-** (you will recall that one-letter words are written together with the next word) becomes **لي** **lī** for 'for me', but changes to **la-** before any other pronoun. ***Read and write:***

  له **lahu** *for him, it* **لهم** **lahum** *for them*

- After **ب** **bi-**, **...إليـ** **ilay-** and **...عليـ** **9alay-** (see above), the pronoun ending **...ه** is pronounced **-hi**, and **...ـهم** is pronounced **-him**. The spelling is unchanged. ***Read and write:***

  به **bihi** *with him/it, in him/it* **إليهم** **ilayhim** *to them*

3 Prepositions in Equations

We can use a phrase consisting of preposition + noun, or preposition + pronoun, as either part of an equation, without further formality.

Read and write:

هو ضدّ الاقتراح. *He is against the proposal.*

الطبيب في البلد. *The doctor is in ('the') town.*

المرور إلى اليسار ممنوع. المرور الى اليسار ممنوع.
al-murur ila l-yasār mamnū9.
NO LEFT TURN (*'Turning left prohibited'*)

* No 'helping' pronoun (Unit 10, paragraph 3) is needed here. The preposition makes the equation clear and unmistakable.

4 Translating prepositions

Arabic phrases do not always have the preposition which exactly corresponds to the English; be prepared for different ones. Here are two examples out of many. ***Read and write:***

مسؤول عن مسؤول عن **مسؤول عن** **(9an)** *responsible for*

ممنون من ممنون من **ممنون من** **(min)** *grateful for*

5 Command Form

You may see a notice or instruction like one of these. ***Read and write:***

اشرب فانتا **اشرب فانتا** **ishrab fanta** *Drink Fanta*

اقفل الباب **اقفل الباب** **(iqfil)** *Shut the Door*

اركب\انزل هنا **اركب\انزل هنا** **irkab/inzil huna** *Get on/off here*

افتح بانتباه **افتح بانتباه** **iftaḥ bi'-ntibāh** *Open carefully*

انظر ... **انظر ...** **unẓur** *See ...*

اطلب ... **اطلب ...** **uṭlub** *Ask for ...*

These are verbs, in the command form. They can often be recognised by two characteristics: they stand at the beginning of the expression, as in English; and they begin with **alif**, which is pronounced **i-**, **u-** or **a-** depending on the verb.

Unfortunately not all commands take this easily recognisable form. In Unit 3 we had **تمهّل tamahhal** *SLOW DOWN*, and in Unit 6 **قف qif** *STOP*. These important notices are also in the command form.

All the forms shown here are masculine, which is the form generally used;

you may occasionally see the plural form (as if addressing a group), which adds ...وا pronounced -ū (the **alif** is silent):

اشربوا ishrabū *Drink*; ... **اطلبوا uṭlubū** *Ask for* ... (etc.)

These forms are used in advertisements, or when an authoritative tone (police, road signs, warnings of danger etc.) is needed. A more polite form, similar to our *Please* ... takes the following guise. ***Read and write:***

الرجاء الانتظار هنا. **الرجاء الانتظار هنا. ar-rajā' al-intiẓar huna.** *Please Wait Here.*

You will note that the verbal noun, in this case **انتظار** *waiting*, is definite in this expression.

Please do not ... is written using the noun **عدم 9adam** *lack of*, followed by a definite verbal noun. ***Read and write:***

الرجاء عدم التدخين **الرجاء عدم التّدخين. ar-rajā' 9adam at-tadkhīn.** *Please do not Smoke.*

6 Signs and Notices

In many road signs and similar short messages and warnings, an equation is used in reverse order, for effect. This happens, for example, with the essential word **ممنوع mamnū9** *PROHIBITED*. In an ordinary text, the sentence *Entry is prohibited* would be

الدخول ممنوع. ad-dukhūl mamnu9.

This is the normal word-order for an equation, as you have learned. But often the same sentence in a sign will read

ممنوع الدخول *NO ENTRY ('Entry prohibited')*

for special effect. Don't be surprised when you see this. It is simply an equation with its parts in reverse order.

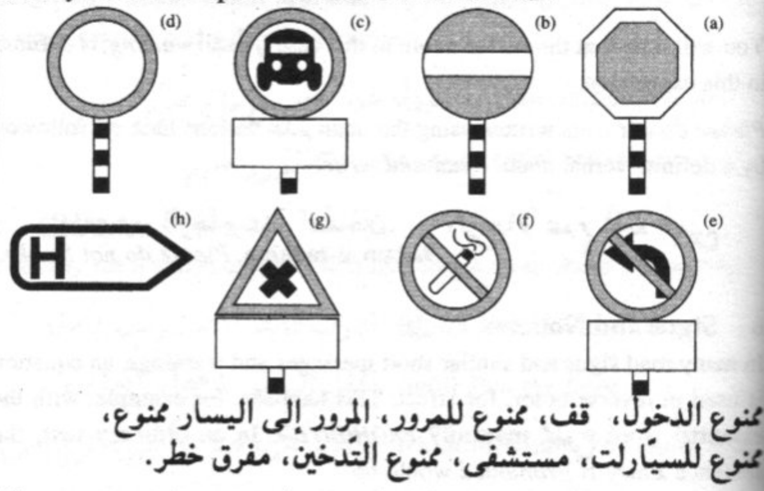
Not all Arab countries use the same words for everything, so don't be confused if you find unfamiliar words on traffic and other signs. The words given in this book are very widely used.

Exercise 1 Read and translate these equations:

(a) الاسم فوق الإعلان. (b) المفرق خارج البلد.
(c) مكتبي أمام المستشفى. (d) الكراج على يمينك.
(e) البلدية وراءنا.

Exercise 2 Write equations with the opposite meaning of those shown in Exercise 2. Read your answers aloud.

Exercise 3 Fit the captions to the signs, one of which we know already. Read the captions aloud and translate them:



ممنوع الدخول، قف، ممنوع للمرور، المرور إلى اليسار ممنوع،
ممنوع للسيّارلت، مستشفى، ممنوع التّدخين، مفرق خطر.

The answers to these exercises are given immediately below.

Answers to Exercises

Exercise 1 (a) **al-ism fouq al-'i9lān.**
The name is above the announcement.
(b) **al-mafraq khārij al-balad.** *The crossroad is outside the town.*
(c) **maktabī amām al-mustashfa.** *My office is in front of the hospital.*
(d) **al-garāj 9ala yamīnak.** *The garage is on your right.*
(e) **al-baladīya warā'na.** *The town hall is behind us.*

Exercise 2 (a) الاسم تحت الإعلان. **al-ism taḥt al-'i9lān.**
(b) المفرق داخل البلد. **al-mafraq dākhil al-balad.**
(c) مكتبي وراء المستشفى. **maktabī warā' al-mustashfa.**

(d) الكراج علي يسارك. al-garāj 9ala yasārak.
(e) البلدية أمامنا. al-baladīya amāmna.

Exercise 3 (a) قف qif *STOP*
(b) ممنوع الدخول mamnū9 ad-dukhūl *NO ENTRY*
(c) ممنوع للسيّارات mamnū9 li-s-sayyārāt *VEHICLES PROHIBITED*
(d) ممنوع للمرور mamnū9 li-l-murūr *TRAFFIC PROHIBITED*
(e) المرور إلى اليسار ممنوع al-murūr ila l-yasār mamnū9 *NO LEFT TURN*
(f) ممنوع التّدخين mamnū9 at-tadkhīn *NO SMOKING*
(g) مفرق خطر mafraq khaṭir *DANGEROUS CROSSROAD*
(h) مستشفى mustashfa *HOSPITAL*

Tests

1 Read aloud and translate:

(a) ممنوع الانتظار (b) في البلد (c) في البلاد*
(d) أشغال على الطريق (e) المرور إلى اليمين

* two possible meanings

2 Make the adjective agree with the noun or pronoun in a description:

(a) سيّارات (جديد) (b) أشغال (هامّ)
(c) الشرطة (محلّي) (d) مستشفيات (كبير)
(e) مشاكل (فنّي)

3 Which of these are descriptions, and which are equations? (All full stops have been omitted, not to make things too easy.) Read everything aloud and translate it:

(a) المأمور المسؤول (b) المأمورون هم المسؤولون
(c) البلاد جميل (d) زميلي في المستشفى
(e) زميلي المريض

Review

Prepositions are useful because of their function in linking words, opening up phrases which otherwise might be a problem. They are so common that they are not only worth learning; they stick in the mind more easily than many other words. And they fit into the equation structure which is at the heart of many headlines and announcements.

We go on now to our third and last basic structure.